

2426 – Sabbatical Leave

Faculty, full-time exempt employees, and/or administrative staff (Deans/Vice-Presidents/President) who have served full-time for six (6) or more consecutive years with the College may be eligible for sabbatical leave. This includes employee classifications 10, 20, 30, 35, 36, and 50. The Office of Human Resources will collect College keys and equipment if the leave of absence exceeds 12 weeks.

[https://docs.bartonccc.edu/procedures/forms/Employee%20Position%20Codes%20Classes%20and%20Descriptions%20\(3-27-19\).pdf](https://docs.bartonccc.edu/procedures/forms/Employee%20Position%20Codes%20Classes%20and%20Descriptions%20(3-27-19).pdf)

Consideration for sabbatical leave shall be given only if such leave is applicable to additional education that positively impacts the responsibilities and duties associated with an individual's current position.

Upon completion of the [application packet](#) the President will consider the request and, if it is deemed appropriate and within the parameters of this procedure, will take action on the request.

An employee granted a sabbatical leave for an academic year (fall and spring semesters) shall receive one-half (½) of the employee's regular salary for that period. A sabbatical leave granted for one semester (fall or spring) provides full salary for that period. Employee benefits shall continue during the employee's approved sabbatical leave time.

An employee who is granted sabbatical leave may not receive a salary, grant, or stipend from another source while on leave. Should additional remuneration be received, the College may reduce the employee's sabbatical leave salary. Should there be evidence that the employee is employed by another school system or agency during the approved sabbatical, Barton's salary payments to the employee may be discontinued.

In any given year, the College will not permit more than three (3) approved sabbatical leaves. Individuals granted sabbatical leave with pay are required to return to full-time service with the College for two (2) years. If the employee does not remain for the full two (2) years, the employee will be required to refund, within three (3) months, the salary received from the College during the sabbatical leave period. There will be no proration of the amount to be returned if an individual remains for any time less than two (2) years.

Eligible employees may contact the Office of Human Resources to obtain/submit an [application packet](#).

Contact(s): Vice President of Instruction/Vice President of Administration

Related Form(s): [Application Packet](#); [Employee Classifications Chart](#)

Relevant Policy or Procedure(s): [1410 – Employee Leave](#)

Approved by: President

Date: 8/22/02

Revision(s): 7/16/04; 11/6/06; 8/28/07; 1/17/17 (minor revision); 5/25/17 (minor revision); 10/1/21 (update); 3/9/23 (minor revision); 7/11/23 (minor revision); 2/12/25 (minor revision)